



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2010-28

June 24, 2010

Open To:	All Interested Persons
Position:	Local Guard Coordinator FSN-710-07
Opening Date:	Immediate
Closing Date:	July 8, 2010
Work Hours:	Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of a Local Guard Coordinator. All third country nationals must have the required work permit.

BASIC FUNCTIONS

This subordinate Locally Engaged Staff (LES) member is responsible for first-line management and supervision of the Local Guard (LG) personnel resources.

As directed by the Regional Security Officer (RSO) the LGC is responsible for: development of the LG components of the facility defense and reaction plans for the Chancery compound, GSO compound, the Chief of Mission's Residence (CMR), all residential properties, and the ICASS Warehouse; daily management and oversight of the guard personnel and resources; assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring and performance oversight; and providing and/or monitoring the local guard training program.

The LGC also assists the RSO and DSC with management of a local guard budget contract valued at \$ 200,000.00 annually, coordinating security planning and drills for facilities and residences with host-nation security forces, developing logistical and financial plans, and performing other security-related duties as directed by the RSO, ARSO, or FSNI.

MAJOR DUTIES AND RESPONSIBILITIES

The LGC provides comprehensive management advice to the RSO or A/RSO on the operational, contractual, and financial aspects of the local guard program under their area of responsibility.

The incumbent is a senior member of the Defensive Planning and Support Staff (DPSS) member and provides supervision of the DPSS staff in absence of the RSO and A/RSO as required. The incumbent assist the RSO and A/RSO in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO approval; assists with monitoring the LG portion of budget execution and recommends changes PSG budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

The LGC provides daily oversight of guard performance and provides supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets for the LG assigned to official facilities and residences for errors. The incumbent provides oversight of 159 LG personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Departments budget process and allotment tracking tools, local guard contracting, host country labor law, post labor regulations, procedure res and practices, Department of State labor management regulations , and other procedures and policies as directed by DS/IP/OPO/FPD.

In coordination with the Foreign National Service Investigator (FSNI) the incumbent will develop and maintain mid-level contacts with host nation security forces, maintains contact with the guard contract management, and develops background material for use of the RSO and A/RSO in conducting security related negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important.

The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

Security Functions

As the senior DPSS member responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintains a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of Facility Deployment Overlay (FDO) each official facility and residence.

In addition, is responsible for creation and maintenance of the LG orders for official facilities, and residences, and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities and residences; plans for and conducts tests and drills as directed by the RSO or A/RSO to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

Makes recommendations affecting the content and character of the LG program by interviewing prospective candidate's and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; and ensures that background checks are conducted on prospective LG personnel, and updates are performed as required, and coordinates these actions with the DSC, the FSNI and the RSO/PSO.

Is designated a First Responder to emergent situations and is therefore re-callable to duty at any time. In addition, personally review all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At the direction of the RSO and A/RSO, plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

Maintain inventory of Government Owned Equipment and contractor provided equipment utilized by the LG program. Establishes reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment etc. required to support the LG program. Assists the RSO and DSC in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO and DSC; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

For armed LG programs, ensure all personnel are qualified in all weapons used by guard force. Ensure firearms qualification results and satisfactory completion of required training. To this end, the LGC must be expertly familiar with the weapons systems, with Diplomatic Security rules and regulations, with host nation weapons laws post's use of force policy; maintains the use of force policy for RSO and Chief of Mission.

Incumbent verifies, supports, facilitates and conducts training of 159 LG personnel including orientation to Embassy and description of U.S. Embassy assets to be protected, role of LG in cases of fire, explosions, bomb search, and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, familiar in the operation of all explosive detection equipment and, X-ray inspection equipment.

The LGC briefs the RSO on a regular basis on LG operation s and incidents.

The incumbent formulates the \$ 200,000 LG portion of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with posts Financial Management, Human Resource and General Service offices.

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.

QUALIFICATIONS REQUIRED

Education - Possession of a bachelor's degree or the host country equivalent is required. Where substitutions are made, the Senior RSO and HR officer at post must jointly concur in such substitution and certify in writing to DSC/OPO/FPD that the experience to be substituted for academic experience is relevant.

Prior Work Experience - Minimum three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military. It is desirable to have experience in the budget and fiscal process and U.S. government contracting.

Post Entry Training – 80 hour Guard Certification Course and 16 annual hours of recertification every year (12 FAH 7 requirements).

Language Proficiency – Level IV in French and Kirundi and a level III in English are required. Must be able to Read and write in all three languages.

Skills and Abilities - The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

Writing skills encompass critical analysis of defensive LG operations at official facilities and residences, the preparation of complex reports and plans, preparing written justification statements for the LG program budgets, drafting requests for additional services and answering questions from DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

The incumbent must have strong presentation and public speaking skills to conduct conferences with contractors, host-government security officials, and security official of the local American business community, mission management, and other as required in support of the LG program. Composure and self-control are required in situations of a hostile questioning or adversarial situations to secure host government support for post's security, to defend proposed budgets or operational procedures. In coordination with FSNI, must be able to develop and maintain contacts with mid-level host government security officials.

Must be able to comprehend and present complex detailed financial and related information in a concise and fully professional manner, and maintain effective internal working relations with post's financial office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post financial office, DS/IP/OPO/FPD and other Agencies.

In coordination with the FSNI must have the ability to coordinate with U.S. Officers and foreign national police on security issues impacting the Embassy and its constituent posts.

Ability to understand U.S. Government contracting process to include oversight of the LG contract through formal training, informal training, and firsthand experience.

Must possess strong skills in Department software to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.

POSITION ELEMENTS

Supervision Received: Direct Supervision from the Assistant Regional Security Officer (ARSO); indirect supervision from the RSO

Available Guidelines: Directly supervises 1 SD coordinator, 4 first-level guard shift supervisors, 159 guards and 10 local security forces

Exercise of Judgment: The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

Authority to Make Commitments: None

Nature, Level and Purpose of Contacts: In coordination with the RSO/FSNI must be able to develop and maintain contact with mid-level host-government security officials and security professionals in the American business community, and at schools and other public venues normally frequented by American employees and their dependants.

Time Required to Perform Full Range of Duties after Entry into the Position: One year.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: July 8, 2010 at 5:15 pm.

SUBMIT APPLICATION TO:
Human Resources Office
American Embassy Bujumbura
Avenue des Etats-Unis
B.P 1720 Bujumbura
Ref.: Position Title

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.